

14 JUN 1968

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18 June 68
Please Circulate:
We will need everyone's thoughts
on this so that Harry can prepare
our response. Please give us your
comments before 10 July - J.

June 11, 1968

MEMORANDUM

TO : Agency Records Officers Group

FROM : Everett O. Alldredge, Special Assistant
to the Archivist

SUBJECT: Proposed Federal Standard No. 256a, Folder, File; Blank,
Two Leaf

Attached are: (1) the proposed Federal Standard for file folders aimed at reducing the wide variety of file folders now being used in Federal offices and being stocked in the Federal Supply Depots and (2) a copy of the transmittal memorandum from the Federal Supply Service to their distribution list of procurement personnel explaining this revised Standard and asking for agency comments by July 26, 1968. As part of this joint PSS-NARS standardization effort, NARS has been asked to contact agency records managers to insure that the records management aspects of the proposal are adequately considered during the agency review of the proposed Standard.

Background: As of August 1966, Interim Federal Standard No. 00256 -- covering the same 18 styles of folders included in the revised Standard 256a -- was circulated to Government agencies for comment and review. As a result of the review, the revised Standard (256a) was issued. The following changes were made from the previous interim Standard:

- (1) Elimination of the wording permitting the use of Federal Supply Schedule Contracts for procuring nonstandard folders if agencies do not feel the 18 styles of folders will meet all their needs. In effect, under this revised Standard (256a), a style of file folder must be included in the Standard, if it is to be generally available to agencies through being stocked in the Federal Supply Depots.
- (2) Limiting the coverage of the revised Standard by a title change. The new title, "Folder, File; Blank, Two Leaf" eliminates from the restrictions of the Standard any special use folders involving more than two leaves or which are furnished with printed captions.

Action Requested: We would appreciate it if records managers could:

- (1) Contact and work with agency procurement personnel in circularizing the proposed Standard within the agency to enough users of file folders to obtain an understanding of the adequacy of types of folders presently included in the proposed Standard.

(2) Visit some of the offices which believe nonstandard folders are needed and obtain an on-the-spot evaluation of the reasons for using such folders. It might be advisable to point out to these officials the advantages of using standard guide cards and folders as outlined in Chapter VII of the Handbook, "Files Operations."

(3) Report to this office by July 26 any additional folder styles, other than the standard 18, which have been justified as being needed to meet user needs. The criteria for judging the justification shall be that the folder style will result in increased efficiency in filing and finding of records that would offset any increased procurement costs over the standard folders and guides as required. Typically, faster filing and finding will not result from use of third cut folders without guide cards.

In reporting justified nonstandard folders, it will be helpful if you could: (a) describe them in terms similar to those used in the Standard, (b) indicate the number of offices reporting the need for such folders, (c) show the approximate number to be used annually, and (d) include justification statements which support the need for the nonstandard folder.

Availability of Standard Folders: FSS has promised to stock in Federal Supply Depots all 18 styles of folders presently covered by the Standard. We are informed, however, that as of now only 9 styles are readily available -- those with "926" included in the Federal Stock Number have not yet been made generally available. In the interim, this office hopes to receive shortly from FSS samples of each of the 18 styles of folders, and estimates of the prices which they will sell for through the Stores Stock Catalog. We will inform you when we can make samples available to you.

Distribution of FSS Standard -- Meeting: Since this memorandum is being sent only to the Agency Records Officers Group, we are enclosing several copies of the pertinent documents for your use. Could you please circulate copies to those of your Bureaus or Services which would have the greatest volume of folder purchases and which would best reflect your agency's folder needs.

It would be appreciated if you could attend a meeting of the Agency Records Officers Group to discuss the folder standardization program on Tuesday, June 25, at 9:30 a.m. in Room 105 of the National Archives Building.

Enclosures